

Downloading and Authenticating the MiCollab App - Mobile Devices

<u>Important!</u> - For first time set up you will need to have access to another device/computer that has internet connection, so you can scan the QR code for authentication. Please follow the steps below:

- 1. Go to the Apple App Store or the Google Play Store to download the MiCollab App
- 2. Once the app is installed, select *accept* to agree to the license agreement
- 3. You will be prompted for an authentication key on the new app on your phone.
- Using another computer, go to https://micollab.cuesta.edu/ucs/micollab/ and login using your Cuesta username and password
 - a. If prompted, accept the license agreement again. Then, select your name in the top left corner and choose *Settings* from the menu options.
 - b. Select General
 - c. Select Self Deployment. A QR code will display.
- 5. Go back to the app on your phone and select Scan QR code
- 6. Scan the QR code that is displayed on the other computer with your phone.
- 7. When prompted for a password, enter your Cuesta password